5

CUSTOMIZING YOUR SYSTEM

The DEFAULT Menu

```
 Data Entry    Interview   Default   Codes    Batch    Reporting    Utilities    Exit
                         ┌──────────────────────────────────────────┐
                         │Indicate State, Station, And Next Interview│
                         │Select Sections                            │
                         │All Other Codes                            │
                         │Select Fish Code List                      │
                         │Select Gear Code List                      │
                         │Field by Field Validation                  │
                         │Select Recreational Data Format            │
                         └──────────────────────────────────────────┘















 Pick sections in which data will be entered

         ↓ ↑ → ←  change    ‖ [ ↵ ]  select   ‖ [ F1 ]  help
```
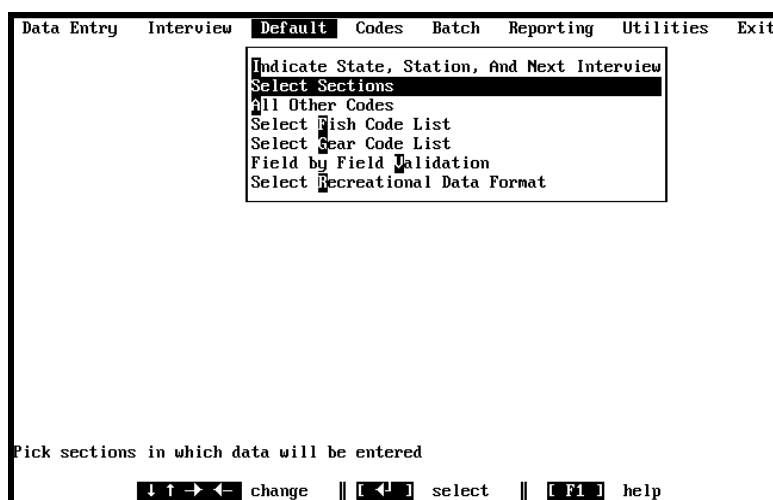
When you are ready to begin entering data, the first step is to set the system defaults to customize the system to your needs. To do this you need to go to the DEFAULT menu.
With the options on this menu you will be able to set the system defaults. Highlight "Default" on the Main Menu.

INDICATE STATE, STATION, and NEXT INTERVIEW

Each of the trip interviews that are performed is assigned a unique number that identifies each interview. The first part of the interview number is the reporting state. This is a two digit NMFS code that indicates the state where the landings originate from. The second part of the interview number is a unique two character alpha-

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  8 x 12 ▾  [:]   ▦  ▦  ▧ ⊟  A

 Tip Version 4.0 Indicate State, Station, And Next Interview      11/23/19

                              INT_DFT
          X to Select  State First Position  Station Next Interview ▲
                                                                    ◆
           X           FE     10              37                  5
                       FW     11              37                  1
                       LA     21              37                  1
                       AL     01              37                  1
                       GA     13              37                  1
                       SC     43              37                  1
                       MS     27              37                  1
                       TX     46              37                  1 ▼
          ↔◄                                                       ►

                  X  Set Default ‖  ↑↓ Scroll ‖ [Esc] Cancel
            [F2] Add Rec ‖ [F3] Del Rec ‖ [F5] Pick List ‖ [F10] Save ‖ [F1] Help
      ◄                                                                 ►
```

numeric combination which identifies the Data Entry Station. The first character in this combination is a one digit code for the state where the station is located. The second character identifies the duty station itself within that state. The Data Entry Station character combination remains the same for that station no matter what state the sampling takes place in or the catch originates from. The Interview Number is also assigned a sequential number. This sequential number is automatically incremented by 1 when you add a new interview. If you enter data for more than one state with your microcomputer, the data entry system will keep track of the individual interview numbers by each state.

To provide this information to the system, you must select the "Indicate State, Station and Next Interview" option on the Default menu. Enter the State Code in the column labeled State. If you are not sure about your state code, press the function key [F5] and a list of valid state codes will be displayed. Next, enter the Station Code. The valid Station Codes for your state can be found in an Appendix of this manual. If no station codes have been assigned to your state, please contact the TIP Coordinator, Josh Bennett at (305) 361-4485. The last item of information is the interview number. This number can be assigned by you and may be changed to match the number that may already appear on the form.

If you are entering data for more than one state on your computer, you can add another line by pressing the function key [F2]. Enter all the necessary information as explained above. It is necessary to turn off the Field by Field Validation to do this procedure. The validation currently will not allow selection of duty stations outside of the state selected. It is important to note that the state selected is the state where the landings originate from (the reporting state), not necessarily the state where sampling occurs. The state/station code/interview number that will be used will be indicated with an arrow to the left of the item. To change the default, move the cursor to highlight the desired state and press the letter [X]. The interview number will then be created using the selected default. The current default will be indicated by an X to the left of the state. You may enter defaults for as many states as necessary.

SELECT SECTIONS

Select "Select Sections" from the Default menu if you do not wish to enter data for all six sections of TIP.

Highlight the different sections by using the Up and Down arrow keys. An " X " to the left of a section, indicates that the section is active. If you wish to deactivate the section, simply press the [Enter] key, and you will see the " X " disappear. If you wish to re-activate a deselected section, press the [Enter] key until you see an " X " in the box. To save your selections, press the function key [F10].

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 Tip Version 4.0            Select Sections           11/19/19

  Selected
  Sections

   ┌───┐   ┌──────────────────────────────────────────┐
   │ X │   │ Section I ....... Report & Sampling Location Data │
   │ X │   │ Section II ...... Gear & Fishing Info per Area │
   │ X │   │ Section III ..... Landings │
   │ X │   │ Section IV ...... Sample Summary Data │
   │ X │   │ Section V ....... Individual Data │
   └───┘   │ Section VI ...... Age Data │
           └──────────────────────────────────────────┘

 ↓ ↑  change  ║ [ ◄┘ ] toggle  ║ [ F10 ] save ║ [ Esc ] leave  ║ [ F1 ] help
◄                                                                      ►
```

ALL OTHER CODES

Select "All Other Codes" from the Default Menu to set the data entry defaults. With this option you will create a default template. Every time you add an interview, the fields that you have filled in as defaults on this template will automatically appear in the appropriate fields during data entry. Enter the codes that you use most frequently for each section. If you change certain information frequently (dates, lengths, weights) it is best to leave those fields blank.

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 8 x 12 ▾  ▢  🖺  ▨  ⬚▧  A

 Tip Version 4.0         Set All Other Default Codes    11/19/19
Pick List Available              Section I
                        ┌────────────────────────────┐
                        │ Interview Number:  XXXXXXXXX │
 ┌─────────────────────────────────────────────────────────────┐
 │ Target Fishery:■  Fishing Mode:■  │ Agent: JB │ Interview Date: / / │
 ┌──────────────────────────┬──────────────────────────────────┐
 │    REPORTING AREA        │        SAMPLING SITE             │
 │ County: 37  Port: 33149  │ State: FE  County: 37  Port: 33149 │ Location: SEF
 ┌──────────────────────────┬──────────────────────────────────┐
 │    REPORTING PERIOD      │  Information Source:  │ Trip Type: │
 │ Start: / /   End: / /    │            SI         │            │
 ┌──────────────────────────┬──────────┬──────────────┬─────────┐
 │ TIME OF DATA COLLECTION  │ Bias Type:│ Interview Type:│ Landing Type │
 │ Begin: ■:■  End: ■:■      │    NB     │     FS         │    CL        │
 ┌──────────────────────────┬──────────────────────┬──────────────┐
 │        TOTAL EFFORT      │              │ Vessel ID: ▓ │
 │ Crew Size: Days Out: Days Fished: Termination: │ Vessel Length: 0 │
 │    0        0.0       0.0          NB          │ Other: ▓ │
 └─────────────────────────────────────────────────────────────┘
 [F5] pick-list ║ [F9] prev section ║ [F10] Next Section ║ [Esc] Done ║[F1] h
◄                                                                      ►
```

You may use the [F10] key to move to the next section and [F9] to move to the previous section. These data will be permanently stored as part of your system and does not have to be re-entered. You may, however, change them as frequently as you wish to match each changing batch of data.
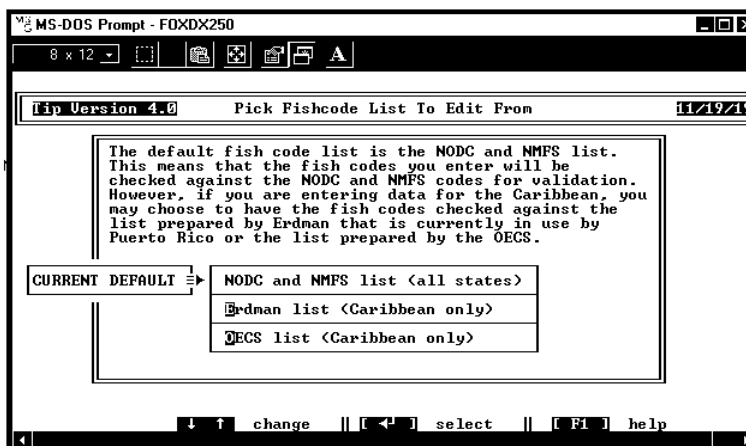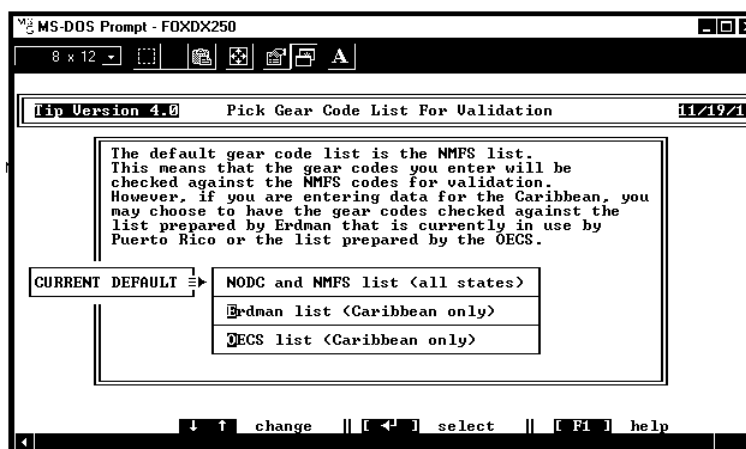
SELECT FISH CODE LIST

This option will allow the Caribbean States to select among the NODC and NMFS, ERDMAN, or OECS lists of fish codes. These codes will be used to edit the fish code list. All you need to do to activate the list you wish to use is to highlight the option and press the [Enter] key. The system will not allow you to change lists after you have begun entering data, because some of the lists have codes in common that represent different species.

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 Tip Version 4.0       Pick Fishcode List To Edit From      11/19/19

    ┌──────────────────────────────────────────────────┐
    │ The default fish code list is the NODC and NMFS list.│
    │ This means that the fish codes you enter will be │
    │ checked against the NODC and NMFS codes for validation.│
    │ However, if you are entering data for the Caribbean, you│
    │ may choose to have the fish codes checked against the│
    │ list prepared by Erdman that is currently in use by│
    │ Puerto Rico or the list prepared by the OECS. │
    └──────────────────────────────────────────────────┘
 ┌─────────────────┐   ┌──────────────────────────────┐
 │ CURRENT DEFAULT ≡▶│   │ NODC and NMFS list (all states)│
 └─────────────────┘   ├──────────────────────────────┤
                       │ Erdman list (Caribbean only) │
                       ├──────────────────────────────┤
                       │ OECS list (Caribbean only)   │
                       └──────────────────────────────┘

          ↓  ↑   change  ‖ [ ↵ ]  select  ‖ [ F1 ]  help
 ◀                                                          ▶
```

SELECT GEAR CODE LIST

Just as with the Select Fish Code List option, the Caribbean states may select the Erdman or OECS list of gear codes to validate data.

To activate the list, highlight the desired list of codes and press the [Enter] key. The default list is the NMFS list.

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 Tip Version 4.0       Pick Gear Code List For Validation   11/19/19

    ┌──────────────────────────────────────────────────┐
    │ The default gear code list is the NMFS list. │
    │ This means that the gear codes you enter will be │
    │ checked against the NMFS codes for validation. │
    │ However, if you are entering data for the Caribbean, you│
    │ may choose to have the gear codes checked against the│
    │ list prepared by Erdman that is currently in use by│
    │ Puerto Rico or the list prepared by the OECS. │
    └──────────────────────────────────────────────────┘
 ┌─────────────────┐   ┌──────────────────────────────┐
 │ CURRENT DEFAULT ≡▶│   │ NODC and NMFS list (all states)│
 └─────────────────┘   ├──────────────────────────────┤
                       │ Erdman list (Caribbean only) │
                       ├──────────────────────────────┤
                       │ OECS list (Caribbean only)   │
                       └──────────────────────────────┘

          ↓  ↑   change  ‖ [ ↵ ]  select  ‖ [ F1 ]  help
 ◀                                                          ▶
```

FIELD BY FIELD EDITING

All data entered into the TIP system is edited on a field by field basis. That is, every time you enter a code into a field, the program checks its files to see if the code is valid. If it is not found, the system displays a list of valid codes or pick list from which you can select the appropriate code. However, this will slow the entry process. If you are working on a slow computer or you are a fast and

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 Tip Version 4.0          Field by Field Validation         11/19/19

             ┌──────────────────────────────┐
             │                              │
             │   Do you want your data to be │
             │   validated as you enter it? │
             │                              │
             │             Y                │
             │                              │
             └──────────────────────────────┘

        [ ↵ ]  accept/save  ‖ [ Esc ] no change ‖ [ F1 ] help
 ◀                                                          ▶
```

fairly accurate typist, you can turn the field by field editing off. To do this, select field by field
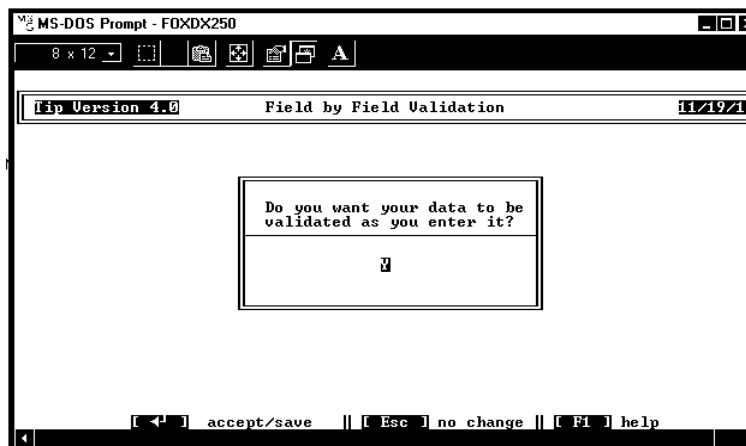
validation. When you first install the system, the field by field validation will be turned on, which will be indicated by a "Y" on the screen. To turn the field by field validation off, simply type "N".

Turning field by field validation off does not mean that your data will not be checked for errors. When you are ready to prepare your file for SEFSC, the system will first run a validation routine. If no errors are found, the program will proceed to the next step and create and ASCII file for the mainframe. If errors are found, an error message will be displayed and you will be asked to edit the data. You may also select the Validate Data option on the BATCH menu at any time to validate your data. For information on using the Validate Data option and on viewing the data entry errors please refer to the Validate Data and View Data Entry Errors section.

The pick lists (function key [F5]) will not function with the field by field validation set to off.

RECREATIONAL DATA

The data entry requirements for Recreational Data are fewer than for Commercial Data. Selecting the "Recreational Data" option on the default menu will modify the data entry system to display a different screen for Section I and turn off Sections II, III, and IV. The fields Gear Code, Area Fished, and Hours Fished from Section II are included in Section I to speed up data entry.

To activate the Recreational Data mode, answer 'Y' to the question on the screen. You may return to commercial data entry mode at any time by changing the 'Y' answer to 'N'.

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